

MEMORANDUM FOR USERS OF ROBINSON AUDITORIUM

SUBJECT: CARE AND USE OF ROBINSON AUDITORIUM

1. In order to minimize wear and tear on the auditorium, all users of the facility are asked to abide by the following rules:

a. No Eating or Drinking in the Auditorium. This complies with USMA policy. For public audiences, make sure guests are aware of the policy.

b. Remove Signs. If you post any signs, placards, or other devices, please remove them at the conclusion of your event.

c. Do Not Use High-Tack Tapes to Mark the Stage or Seats. Tapes such as masking or duct tape are highly tacky and will leave a residue on and/or damage the finish of most surfaces. Use of vinyl tape is acceptable. A better solution is to use a reusable adhesive product like Tack 'n Stick to attach labels or signs to seat backs, seat arms, etc.

d. Use Wastebaskets. Require attendees to dispose of waste materials and unwanted flyers in the wastebaskets at the 3rd floor entrance and backstage.

e. Turn Off Lights. At the conclusion of your event, turn off all lights. A light control panel is located near the center entrance door on the 3rd floor. Pull the wooden door open to reveal four light switches and seven dimmer switches. The lower four light switches control fluorescent lights, which may remain on during the day but should be turned off at the conclusion of evening events (if used). The dimmer switches control the incandescent ceiling lights; these are very costly to operate. Push the "on" button on the left side of the panel to give control of the lights to your panel. Push the "off" button to turn off the ceiling lights. There is an identical panel backstage.

2. If there are flags requirements for your event, please contact SPC Vance Purcell, ANCOIC, Protocol, at 938-5694 or 656-3720 as soon as possible. If flags are present when arriving that should not be there, please contact SPC Purcell for instructions.

3. In cooperation with fire safety policy, please call the Fire Inspectors, x7483 or x7484, if you will be having a public assembly of more than 50 people. Furthermore, if you intend to use smoke for any reason, e.g. a concert performance, alert the Fire Inspectors so they can temporarily disable the infrared smoke sensors in the auditorium.

4. Additionally, if you discover any problems with the use of the auditorium, please let me know so I can work to correct any deficiencies as soon as possible.

5. Your cooperation with these guidelines will help ensure that Robinson Auditorium is maintained to the high standards appropriate for honoring GEN Roscoe Robinson, Jr.

6. POC for this action is the undersigned, x4134.

Mark P. Riegner
Robinson Auditorium Facility Manager
Department Engineer
Department of EE&CS